

SchoolSpeak 

Your School and You



Go Green

Do more with SchoolSpeak

Solution for Elementary and Middle Schools

**Creating Signups
& Goal Tracking
Resources**

SchoolSpeak Confidential

Signup Resources

- SchoolSpeak has 2 resources that can be used for signups:
 - **Volunteer Calendar**
 - Time and Date based
 - May be used for Parent teacher conferences, lunch duty, service hours, field trips
 - **Signup**
 - Function based
 - Maybe used for Fundraising committee, Book Fair chairperson

Volunteer Calendar Example

Volunteer Calendar Considerations

- Who needs access and edit?
 - Teachers, room mothers, school secretaries
- What level of access? (Example - Class Trip)
 - To see?
 - ✓ View Access – Example - Parents for class can signup
 - To Edit?
 - ✓ Edit access – Example - Room moms can edit

Volunteer Signup Considerations

- What is the date and time of activity?
- Will you allow signup substitution?
- What is the time period allowed for signup?
- How many people do you need for each entry or task?
- Do you want to email reminders to assignees?
- What should parents see once they sign up?

Steps to Create a Volunteer Calendar Resource

1. Add new Volunteer calendar resource
2. Settings:
 - Instructions and Configurations
3. Add/Modify Entries
4. Tell the parents about it:
 - Email, Announcements, Summary Emails

Example of Email Reminder

Signup Resource Considerations

- What positions are needed (usually function based)?
- What are the 'Job' descriptions?
- Determine the Signup period
- Determine the Lock period
- Are you going to allow substitutions?

Examples

Family Service Tasks (Family Service Tasks) [\[Admin\]](#)

[Sign Up](#) | [Open for Sign Up](#) | [My Assignments](#) | [Add/Modify entries](#) | [Settings](#)

[Member Report](#) | [Family Report](#) | [Send Email Invitation](#)

[\[-\] Hide Instructions](#)

School requires each family to volunteer 40 hours.

A jobs - 40 hours

B jobs - 20 hours

C jobs - 10 hours

D jobs - Hourly

Sign up is open till 10/31/2099 12:00:00 AM

Click [\[Sign Me Up\]](#) - to sign up

[\[Remove Me\]](#) - to cancel sign up

[\[Add Me To Standby\]](#) - to add you to the standby list. (This option is available only if all positions are filled for the item.

First person in the standby list will be automatically assigned if an assignee requests substitution.)

Goal Tracking Resource Considerations

- Used to track status
 - ✓ Family service, fund raising
- What are you tracking?
 - ✓ Hours, amount or count
- Who can update the information?
 - ✓ Task – Maybe parent can
 - ✓ Fundraising – Typically not a parent

Example of Fund Raising Tracking Resource

Creating a new fundraising tracking resource



QUESTIONS?

THANK YOU!!

Support Contacts:



support@schoolspeak.com

(877) 773-2513



karenb@schoolspeak.com

203-302-9672



info@schoolspeak.com



www.schoolspeak.com